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BASIC
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Originating Office: OPR

PROGRAM OPERATIONS MANUAL SYSTEM
Part 01 - Records Maintenance
Chapter 004 - SSN Applications - Four-Phase Data Entry
Subchapter 18 - Four-Phase Job NPO

New Material	No. of Pages
Conversion Chart	1
Table of Contents (RM 00418.001)	1
RM 00418.002 A.-RM 00418.002 D.	3

Discard	No. of Pages
Table of Contents (RM 00418.001-RM 00418.002)	1
RM 00418.002 (Entire Subchapter)	1

Background

RM 00401.000ff through RM 00499.000ff have been rewritten and reorganized to make the instructions clearer and easier to use. This transmittal revises RM 00418.000. A conversion chart is included showing the former POMS sections and the corresponding new sections.

This transmittal makes no policy changes.

D

U.S. Department of Health and Human Services
Social Security Administration
Office of Policy
SSA Pub. No. 68-0100418
I.C.N. NONSTOCK

Effective Date: Upon Receipt

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To adjust quantity requirements, submit form SSA-1296, "Request for Address or Distribution Change"

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HE 3.6/5 :

POMS

PROGRAM OPERATIONS MANUAL SYSTEM

Part 01

Records Maintenance

CHAPTER 004

SSN Applications - Four-Phase

SUBCHAPTER 18

Four-Phase Job NPO

U.S. Department of
Health and Human Services
Social Security Administration
Office of Policy
SSA Pub. No. 68-0100418
I.C.N. NONSTOCK

Check List of POMS Transmittals Received

TN	Date	Initial	TN	Date	Initial	TN	Date	Initial	TN	Date	Initial
1.			37.			73.			109.		
2.			38.			74.			110.		
3.			39.			75.			111.		
4.			40.			76.			112.		
5.			41.			77.			113.		
6.			42.			78.			114.		
7.			43.			79.			115.		
8.			44.			80.			116.		
9.			45.			81.			117.		
10.			46.			82.			118.		
11.			47.			83.			119.		
12.			48.			84.			120.		
13.			49.			85.			121.		
14.			50.			86.			122.		
15.			51.			87.			123.		
16.			52.			88.			124.		
17.			53.			89.			125.		
18.			54.			90.			126.		
19.			55.			91.			127.		
20.			56.			92.			128.		
21.			57.			93.			129.		
22.			58.			94.			130.		
23.			59.			95.			131.		
24.			60.			96.			132.		
25.			61.			97.			133.		
26.			62.			98.			134.		
27.			63.			99.			135.		
28.			64.			100.			136.		
29.			65.			101.			137.		
30.			66.			102.			138.		
31.			67.			103.			139.		
32.			68.			104.			140.		
33.			69.			105.			141.		
34.			70.			106.			142.		
35.			71.			107.			143.		
36.			72.			108.			144.		

Check List of POMS Transmittals Received

TN	Date	Initial	TN	Date	Initial	TN	Date	Initial	TN	Date	Initial
145			181			217			253		
146			182			218			254		
147			183			219			255		
148			184			220			256		
149			185			221			257		
150			186			222			258		
151			187			223			259		
152			188			224			260		
153			189			225			261		
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163			199			235			271		
164			200			236			272		
165			201			237			273		
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00418.000 Four-Phase Job NPO

	Section
How to Batch Four-Phase Job NPO	00418.001
How to Key Four-Phase Job NPO	00418.002

Chapter 004 - SSN Applications—Four Phase Input

Subchapter 18 - Four-Phase Job NPO

Old POMS Reference	***New POMS Reference***
00418.001	00418.001
00418.002	00418.002

Four-Phase Job NPO

00418.001 How to Batch Four-Phase Job NPO

A. Introduction

These are the instructions for batching Forms SSA-3006 (Request for Numident Printout) in Four-Phase Job NPO. These forms will arrive at the Four-Phase unit control area from various branches for keying.

B. Operating Procedure

STEP	*ACTION*
1	Separate the forms into workable batches for the data entry clerks.
2	Assign a five-digit batch number to each batch. **REMINDER**: The first three digits of the batch number must be the Julian date of the day the forms are batched. The last two digits must be in ascending numerical order.
3	Write the batch number in large numbers near the top of the first Form SSA-3006 in each batch.
4	Count the forms in each batch.
5	For each batch enter • the batch number • today's date • the number of forms • the assigned initials or name of the data entry clerk who will key the batch in the control log for Job NPO.

REFERENCE: RM 00418.002 tells how to key Job NPO.

00418.002 How to Key Four-Phase Job NPO

A. Operating Procedure How to display Job NPO

STEP	*ACTION*
1	Enter your assigned initials.
2	Press MODE key.
3	Press E.
4	Key NPO.
5	Key a comma (,).
6	Key the 5-digit batch number which has been entered in the upper portion of the first Form SSA-3006 in the batch.
7	Press the SKIP key. **RESULT**: The screen prompt "BR#:" appears. You are now ready to key Job NPO.

B. Exhibit Form SSA-3006

USE NO. 2 PENCIL PRINT LIKE THIS 1 2 3 4 5 6 7 8 9 0 Complete per PM-7195

1 BRANCH NUMBER 0 8 5 2 SECTION NUMBER 1 2 3 UNIT NUMBER 4 CLERK NUMBER 0 0 2 9 6 5 TODAYS JULIAN DATE 0 5 4 9 0

SOCIAL SECURITY NUMBER	SOCIAL SECURITY NUMBER	SOCIAL SECURITY NUMBER
6 2 1 0 - 9 9 - 2 4 5 3		
7 1 3 - 0 9 - 8 8 8 8		
6 2 6 - 9 9 - 0 6 9 0		

FORM SSA 3006 (1-77) REQUEST FOR NUMIDENT PRINT-OUT RESUBMIT IF NO REPLY WITHIN FIVE WORKING DAYS

C. Operating Procedure - How to key Program Level 1 in Job NPO

1. **BRANCH NUMBER**

Prompt is BR#:. Input positions are 1-3. Must enter. Must fill.

Key the 3-digit branch number entered in the boxes to the right of "BRANCH NUMBER" on the SSA-3006.

2. **SECTION NUMBER**

Prompt is SEC#:. Input positions are 4-5. Has a 2-digit section number been entered on the SSA-3006?

- If yes, key the number as shown.
- If no, press the SKIP key.

3. **UNIT NUMBER**

Prompt is UN#:. Input positions are 6-7. Has a 2-digit unit number been entered on the SSA-3006?

- If yes, key the number as shown.

C. Operating Procedure - How to key Program Level 1 in Job NPO (Cont.)

3. UNIT NUMBER (Cont.)

- If no, press the SKIP key.

4. CLERK NUMBER

Prompt is CLK#:. Input positions are 8-12. Must enter.

Has a clerk number been entered on the SSA-3006?

- If yes, key the five characters as shown. If less than five characters are present, key as shown and press the SKIP key.
- If no, key a zero and press the SKIP key.

5. JULIAN DATE

Prompt is JUL.DT:. Input positions are 13-15. Must enter. Must fill.

Has a complete, legible and valid Julian date been entered on the SSA-3006?

- If yes, key the three digits as shown.
- If no, key the current Julian date.

RESULT: The screen automatically links to position 1 of Program Level 2 for the keying of Social Security numbers.

D. Operating Procedure - How to Key Program Level 2 in Job NPO

Prompt is SSN. Input positions are 1-9. Must enter. Must fill.

NOTE: If less than nine digits are present or a digit is illegible, key a zero in place of the missing or illegible digit(s).

STEP	***ACTION***
1	Key the first 9-digit number in the top blocks of the first column titled "SOCIAL SECURITY NUMBER". RESULT: The screen automatically returns to position 1 of Program Level 2 for keying of the next SSN.
2	Is there another Social Security number? • If yes, go to step 4. • If no, go to step 3.
3	Do you have another Form SSA-3006 to key? • If yes, press the PROG 1 key. **RESULT**: The BR#: prompt appears. You are now ready to key the next Form SSA-3006 in your batch. • If no, go to E. below.
4	Key the next SSN. **RESULT**: The screen automatically returns to position 1 of Program Level 2 for the keying of the next SSN. Go to step 2.

E. Operating Procedure How to close out Job NPO

After you have finished keying the last Form SSA-3006 in your batch - Press MODE key, then X, then C. Return the completed batch to the Four-Phase unit control area.

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